



OKRA Board Meeting Minutes January 19, 2024

Zoom Meeting:

President called the Board of Directors meeting to order Friday 19 January 2024 @ 10:02 AM. Those in attendance and constituting a quorum were:

Present: Kara Berst, Keima Borsuah, Tracy Horst, Sara Ivey, Chris Knight, Trudi Logan, Michael Patton, Eric Pollard, Jerry Schuber, Amanda Scofield, Bret Scovill, Paul Streets, Megan Waters.

Absent: Michael Barton, Zach Benedict, Crystal Bennett, Shavara Johnson, Bob Masterson,

Others Present: Ellen Bussert (staff), Cat Ecker, Jeanette Nance, Fenton Rood, Bobby Schultz

- I. **Welcome** Megan Waters President – Called to order @ 10:02
- II. **Roll Call** – Paul Streets 10:02- 10:05 – ^^^See the quorum details above ^^^
- III. **Approval of Minutes December 1, 2023** – Paul Streets
10:07 AM Motion by Jerry Schuber and 2nd by Michael Patton.
- IV. **OKRA Technical Council** – review status of members, recommend new members
Ellen discussed the value of the Technical Council and recommended adding Cat Ecker as the Product Stewardship expert. Also recommended that we add Katie Beitz from OSU. May need to add someone from the Tulsa Master Recyclers...need to contact Matt Albright. According to Bobby Schultz they are no longer active. Ellen recommends we take their name off the list.
- V. **OKRA 2024 Goals** – 10:13 it was all Ellen’s work with a little help from Megan Waters. These goals haven’t been updated since 2022. President Waters talked about having a board retreat in March. Possibly Friday March 8th at Jeanette’s barn. Comment from Bret, believes that under “financial stability” we should add language that includes sponsorship from businesses that are in the industry. Will be discussing the final draft at the March meeting.
- VI. **Committee Reports**
 - A. Finance – Zach Benedict – 10:18 AM Ellen is giving the report...see attached documents associated with the Financial Committee Report.
10:29 AM Motion to approve by Bret Scovill and 2nd by Amanda Schofield
 1. 4th Qtr. 2023 Financial Summary
 2. 1st Qtr. 2024 Financial Summary

3. OKRA 2024 Budget Tracking – **Zach will begin working on the 2024 budget using the 2023 budget as a template. In 2023, according to Ellen, she is / was over on Advertising and Promotion because it is much more expensive than it used to be. Michael Patton is going to help Ellen to narrow the scope / outreach of the posts in Facebook to reduce costs. Tracy Horst recommended that we share the posts to help get the word out and limit the need to “boost” posts. Bret Scovill believes that Michael Patton’s recommendation is “on-point” and as we work through the details it might pay dividends. Ellen Bussert agreed to follow through with Michael Patton.**
 4. OKRA Check & PayPal Register
 5. DEQ Grant FY 2024 – **First deadline is January 31, 2024 and last deadline is February 29, 2024. Priority will be given to those applications received by the 1st deadline.**
- B. **2024 Sponsorship – Membership / Events/Conferences – vote required - Report provided by Ellen Bussert – 10:32 AM – See each item below for the motion and 2nd.**
1. **Arkansas Recycling Coalition - Membership (\$150) Motion by Tracy Horst, 2nd by Amanda Schofield.**
 2. **The MET / Friends of The Met - Environmental Expo (\$250 - April), ARD Sponsorship (\$500 Bronze Sponsorship - Nov), Motion by Jerry Schuber, 2nd by Amanda Schofield.**
 3. **SWANA - Conference Sponsorship (\$700 Exhibitor - Mar) Motion by Amanda Schofield, 2nd by Cat Ecker.**
 4. **Oklahoma Municipal League – Associate Membership \$400 Conference Exhibit / Booth (\$700 - Sept) Motion by Paul Streets, 2nd by Bret Scovill.**
 5. **Keep Oklahoma Beautiful – Corporate Membership \$500 Environmental Excellence Banquet (\$750 - Nov) Motion by Jerry Schuber, 2nd by Keima Borsuah.**
 6. **National Recycling Coalition – Base Membership \$500 or Organizational Membership \$1,000 – We will be doing the Base Membership @ \$500 Motion by Tracy Horst, 2nd by Amanda Schofield.**
 7. **Oklahoma Compost and Sustainability Association – conference sponsorship \$250 or Silver \$ 500 (includes conference and membership) Recommending to do the \$500 Silver. Motion by Bret Scovill, 2nd by Keima Borsuah.**
- Oklahoma Center for Non-Profits – membership \$200.00 and Non Profit Advocacy Day at the Capitol \$50.00 Motion by Paul Streets, 2nd by Amanda Schofield.**
8. **Other**
- C. **Nominations Committee – Sara Ivey – 10:51 AM Stay tuned for the nominations.**

D. Membership Committee – Ellen Bussert – 10:52 AM

So far, 16 memberships have been renewed. We will be getting the invoices from Ellen Bussert very soon. Ellen will be publishing the 2023 directory by EOB Friday 19 January 2024.

Each One, Reach One Campaign – Eric Pollard was the first one to get a new member through this effort. Ellen is strongly encouraging everyone to bring in a new member. Bret Scovill used to shop for new members at the grocery store...each of us should do something similar.

NEW BUSINESS: Kara Berst made a motion that we adopt a \$50 family Membership option. Motion by Kara Berst, 2nd by Keima Borsuah

- E. Conference Committee – Ellen Bussert – 11:00 AM Ellen put together the requested profit/loss statement. She is not a financial expert but her effort indicates that we spent more than we made. There is some money coming from the ODEQ grant that is specifically ear-marked for the conference and it not reflected in the P&L Statement. By including it, the overall expenses would change. If the grant were to go away, we would lose money every year by doing the conference.

October 8-9 Sequoyah State Lodge Cookout the night before and RAM Products will provide the meat. Just need the sides. Some folks were disappointed about the change in venue. Ellen will start working on the Save-the-Date mailer.

The committee is working on theme ideas and speakers. If you have any suggestions, please email Ellen.

VII. **Work Groups**

- A. Advocacy – Michael Barton – 11:16 Michael Barton has stepped down and Eric Pollard is taking over as the chairperson. Eric presented the draft goals for 2024. Looking to get down to the Capital to distribute the info card sometime in late February. OCASA did a great job getting the word out about the ODEQ composting meeting and that's what advocacy is about. Eric also shared a Wind Energy End of Life Service Community Listening Session announcement. Please share it with your contacts. Next meeting is 2/9/24.

Advocacy Work Group Goals 2024

1. Identify legislators that champion recycling and build relationships.
 2. Identify law enforcement partners and build relationships. Support training and funding and look at potential Changes.
 3. Participate in OK Center for Non-profits Advocacy Day (3/7/24) OKRA members produce an info card and hand deliver to legislators on another day.
 4. Pursue getting an interim study on e-waste. Define the problem and explore potential solutions. In the meantime, distribute EPA guidelines to pursue entities.
- B. Communication – Shavara Johnson – Ellen is providing the report – 11:24 AM. See the report...
1. 2024 Goals
 2. Facebook, Instagram, Twitter.Linkedin and YouTube update

3. Newsletter – Shavara is currently putting together a newsletter that will be published in February. Please continue to send story ideas or information to Shavara.
 4. Okie Recycling Tours – Keima Borsuah – The last tour was to Enid, OK to visit OKRA member Chris Feeney. **Working on getting some blurry video / camera issues sorted out. Tracy Horst has agreed to do a tour. We were finally able to get a welcome video on YouTube. 11:28 AM The video was shown/shard with board members.**
 5. Website – **We are still having licensing issues. Ellen is trying to fix it.**
 6. E-Mail Inquiries – Ellen Bussert - **None**
 7. OKRA list-serve – Ellen Bussert - **7**
- C. Education and Outreach – Sara Ivey – **11:33 AM We have grown the group and Sara Ivey has sent out inquires.**
1. Live Lunch & Learn, Ada, OK April 2024 – **working with the Chickasaw Nation. Also planning to work with Advocacy Committee.**
- D. Product Stewardship – Cat Ekerd – **11:34 OMDSC has three “sharps stipends” left. Amanda Schofield and Cat Ecker visited a new E-Waste facility in Tulsa, the “Sustain Group”. There is also supposed to be a new facility opening in OKC. Cat will send a meeting date to Ellen Bussert. Eric Pollard mentioned that recent grant applications have now started to include a component associated with construction waste.**
- E. Glass Work Group – Fenton Rood – **11:37 AM The work group has not been active but Fenton was hoping that board members could share how things have been going with glass recycling processors. Megan Waters said that her organization is still using Dlubak and they opted to pay the cost of having the bins. Bret Scovill in Norman have been shipping 44,000 lbs. to Kansas City every other month. Paul said that MWC is still using Dlubak and there are not any issues after the change was made to comingle the glass waste stream. Sara Ivey said that Fertile Ground has had no change in their glass recycling.**
- F. Composting – Amanda Scofield – **11:43 AM Not too many updates. There will be an email going out to get a meeting scheduled in February.**
1. DEQ Composting Rules – **Advisory Council met on 1/11/24. Any composter taking between 50 and 100 tons of type 1 & 2 feed stock will get a lighter version of a permit but anyone receiving more than 100 tons will need to get a full blown permit for the operation. According to Amanda Schofield, there were more folks at this public meeting than she’s ever seen.**
 2. OCASA Update
 3. Next Meeting
- VIII. **SWANA Conference March 28-30 2023 – Ellen Bussert 11:48 AM – We will have a table at the conference...looking forward to seeing everyone in Tulsa @ the Hard Rock.**
- o Theme for OKRA booth – **Considering E-Waste**
- IX. **National Recycling Coalition – Keima Borsuah – 11:49 Looking @ March 5th and 6th for the conference. The NRC communications is looking to spotlight OKRA in their next newsletter. Ellen Bussert said she’d love to have the help to write the contribution to the NRC Newsletter.**

- X. **Midwest City Earth Day Celebration April 20th** - MWC has asked OKRA to participate and come to the event. Unfortunately, Ellen cannot go because she is not available. No one else volunteered...it's a busy day for other board members.
- XI. **Old Business Board – Ellen Bussert 11:51 AM** – Board members need to turn in their conflict of interest forms to Ellen.
- XII. **New Business – 11:52 AM** – Megan Waters called for an executive session to discuss compensation for OKRA's two contract employees.
- XIII. **Next Meeting Date and location:**
 - A. **March 8, 2024 location Jeanette's Barn** with a planning retreat after the Board meeting. Ellen Bussert requested that everyone shares the work group and committee meeting dates with her so she can include them in future agendas.
- XIV. **Adjournment: 12:07 PM Motion by Paul Streets and 2nd Amanda Schofield.**

OKRA Mission Statement: To improve recycling in Oklahoma by encouraging waste reduction, reuse and best management practices through education, information and networking.

Vision: OKRA serves as the premier recycling point for communications among business, government and citizens.

Upcoming Meetings:

OKRA Board Meetings: May 17, July 19, September 20, and December 6

OKRA Communications: Monday January 22 at 12:30 p.m.

OKRA Advocacy Work Group: Friday, February 9 at 9:00 a.m.